Quick Reference

For Buyers in Goods and Services

Customer Service 1-800-417-1844

Getting Started

1. Enter the following Internet Explorer address line **https://www.powertrack.usbank.com/powertrack**
2. Enter your PowerTrack User ID and Password.
3. Click the GO button. (If you have not logged on to PowerTrack before, a subscriber agreement will appear. You need to review and click "I Agree" to continue).
4. The welcome screen provides access to these information drop down menus; Transactions, Contracts, Statements, Reports, Configuration, and Navigation.
5. Click any one of the choices in the menu bar to begin using PowerTrack.

Find/Search for Transaction

Follow these basic steps to find a transaction.
1. Click Transactions in the menu bar. Select Goods and Services; the Find Documents screen will be displayed.
2. Enter your search criteria on one or more of the tabs provided within the Find screen.
3. Click the Find button to initiate your search. The list of transactions matching your criteria is displayed in the Find Document Results window.

There may be searches that you want to use on a regular basis. These frequently used searches can be stored as My Finds.

Follow these basic steps to create a My Find.
1. Define your search criteria for a search that you plan to use often.
2. Click the Save button. A prompt directing you to name the Find will appear.
3. Enter a name and description for the Find.
4. To invoke a My Find, highlight its name in the My Finds List and click the Find button.

Approve Payments

1. Find transaction (see Find Transaction section) with a financial status of Approval required.
2. Highlight the invoice to be approved by clicking on it in the Find Documents List.
3. Before approving a transaction, review the invoiced amount.
4. If the invoiced amount is correct select the Approve button at the bottom of the screen view **[Approve]**
5. You will be prompted to enter your password. Enter your password and click OK.
6. A Financial Status of Approval Final is given to the invoice when the Approve button is selected.

Modify Order Document

Follow these steps to edit an order.
1. Find order (see Find Transaction section).
2. Select the order you want to view, click on it to highlight, then select the Detail icon. **Detail**
3. Click the Edit icon at the top of the page. Make the necessary changes to line items, service charges, and/or accounting codes. **Edit**
4. Click the Save icon when you are finished. **Save**

Each line item within a transaction can have a different accounting code. Plus, the changes for a line item may be allocated to more than one accounting code.

The following buttons can be used to help manage exceptions on a selected line item or transaction.

Add Line — Allows you to add an accounting code to distribute part of the line item to another accounting code.

Delete Line — Allows you to delete an accounting code for the selected line.

Search — Initiates a find and allows you to select an accounting code in order to change the accounting code on the selected line.

Item Detail -- Web Page Dialog

Line Item Detail

Item Information

Order Number	ORD5678	Release Number		Line Number	2	Indus. ID Type
Buyer Item No.	22222	Seller Item No.	22222	Mfr Item No.		Industry ID
Item Description						

	Quantity	UOM	Base Price	Unit Price	Extended Price
Order	10	Barrels		2.00	20.00
Billed	10	Barrels		2.00	20.00
Received					
Current	10				

⊞ **Expand All**

⊞ Pricing Documents	Items in list: 0

⊟	Items in list: 1

General Ledger Distribution

Accounting Code	Dist %
56789453	100.00

Add Line **Delete Line** **Search**

⊞ Taxes	Items in list: 1	⊞ Destinations	Items in list: 0
⊞ User Defined Pricing	Items in list: 0	⊞ References	Items in list: 0
⊞ User Defined References	Items in list: 0	⊞ Dates	Items in list: 0
⊞ Contracts	Items in list: 0	⊞ Alternate Quantities	Items in list: 0

⊞ Locations	Items in list: 0

Previous **Next** **Edit Item** **Save** **Cancel** **Messages** **Print** **Pricing Detail** **GL Detail**

Create a Note

Notes are used to communicate with trading partners about transaction information or changes to a transaction. PowerTrack notes may be attached to any document or line item. Once a note is saved, it cannot be deleted.

To create a note attached to a document:
1. From the Summary Tab view, select the Note icon.
2. In the dialog box, type the description and message you would like attached to the document.
3. Click Save to attach the note.

To create a note attached to a line item:
1. Click the Line Items tab.
2. Select the line item to which you want to attach a note.
3. Click the Note icon.
4. In the dialog box, type the description and message you would like attached to the line item.
5. Click Save to attach the note.

Create or Change an eBill

The eBill feature provides the opportunity to send a supplementary electronic invoice. An eBill is automatically linked when it is created from an order. Linked eBills are recommended because the charges are linked directly to the previous document allowing you to view all the relevant credits/charges attached to this order. Stand-alone eBills are not directly attached or linked to an order. In most circumstances a buyer submits an eBill to request a refund for overpayment requiring approval by the seller. Each eBill goes through the same approval process as a regular transaction.

To create an eBill:
1. Click Transactions>Goods and Services>Daily Work>Financial Documents>Create eBill from the drop down list> click create eBill from the order to create a linked eBill (to create a stand alone eBill click only the eBill option from the drop down menu, this will open the eBill screen where you input the necessary information for your eBill).
2. The eBill screen will be displayed. Enter information into the required fields:
   - Buyer and Seller Participant
   - Document ID
   - eBill Type
   - At least one line item (line #, item #, unit price, quantity, UOM)
3. Click Save to capture the eBill.

To modify an existing eBill:
1. Select the eBill from the payment list.
2. Click the Edit icon.
3. Make the appropriate changes to the eBill.
4. Click the Save icon to save the changes you made to the eBill.

Summary Invoice

Ensuring that all partners are paid is an important part of maintaining your trading partner relationships with sellers, and with PowerTrack. By following the steps below you can review your invoices, make changes if necessary, and process the invoice to ensure PowerTrack is paid for the transactions approved during the previous cycle.

A. Review a Summary Invoice

PowerTrack recommends that you thoroughly review the invoice. Focus on the amount owed, lines of accounting, and past due amounts. You can view more detail by reviewing the Accounting Code section of the invoice. Within this area you'll be able to review the charges allocated to each line of accounting.

B. Make changes to accounting codes through the Summary Invoice.

1. Go to the PowerTrack welcome page and select Statements>Summary Invoice to display a list of your accounts.
2. From the list, choose the account you want to work with by selecting the appropriate account number and clicking the Submit button to display the Summary Invoice.

Note - For each accounting code, you have the choice to change all occurrences of accounting code to a new accounting code or change individual charges to a particular accounting code to a new accounting code. Both options are described below. (Each option starts with step 3.)

3. Select the invoice you want to view and click the Detail icon.

Change all occurrences for an Accounting Code:
4. Select the Accounting Code you want to change then click the edit icon.
5. If the Summary Invoice Reassign Accounting Code window is displayed, do one of the following.
    a. Enter your criteria for finding the appropriate accounting code.
    b. Click the Find button to display all accounting codes in the Accounting Code List window.
6. Click the <u>S</u> next to the appropriate accounting code. The accounting code information is displayed in the Accounting Code Detail area on the left of the window.
7. Click the Assign GL button to change the accounting code and return to the Summary Invoice.
8. Click the Save icon to save the change. A window is displayed with options to change now, cancel change, or change later and continue working is displayed.
9. Select an action by clicking the appropriate button.

Note: If you choose to continue working, you must remember to save your work after you have completed all of your changes.

After clicking the Change Now button, the Summary Invoice is displayed. Your changed Summary Invoice will have a yellow triangle displayed next to it indicating that the item is being changed and is temporarily locked from further modifications until the changed accounting code has been applied.

Change a Single Occurrence for an Accounting Code:

3. Select the accounting code on the Summary Invoice for which you want to change an individual occurrence and click the Detail icon. The Accounting Code Summary by Location screen is displayed.
4. Select the location and click the Detail icon. The Accounting Code Detail is displayed listing each document assigned with the selected accounting code. **Note: Buyers can also change an accounting on the order document at the Line Item Detail View.**
5. Select the document that you want to change from the list and click the Edit button. One of two windows is displayed:
   a. The Summary Invoice Reassign Accounting Code (find) window is displayed if you have more than 100 accounting codes in your Chart of Accounts.
   b. If you have less than 100 accounting codes, the Accounting Code List window is displayed.
6. If the Summary Invoice Reassign Accounting code window is displayed, do one of the following.
   a. Enter your criteria for finding the appropriate accounting code.
   b. Click the Find button to display all accounting codes in the Accounting Code List window.
7. Click the S next to the appropriate accounting code. The accounting code information is displayed in the Accounting Code Detail area on the left of the window.
8. Click the Assign GL button to change the accounting code and return to the Summary Invoice.
9. Click the Save icon to save the change. A window is displayed with options to change now, cancel change, or change later and continue working is displayed.
10. Select an action by selecting the appropriate button.

   Note: If you choose to continue working, you must remember to save your work after you have completed all of your changes.

11. After clicking the Change Now button, the Summary Invoice is displayed. Your changed accounting code will have a yellow triangle displayed next to it indicating that the item is being changed and is temporarily locked from further modifications until the changed accounting code has been applied.

Once the changes have been made to the Summary Invoice it should be processed through your company's finance department ensuring that PowerTrack is reimbursed for the transactions paid on your company's behalf.